U.S. MISSION CHISINAU, MOLDOVA

VACANCY ANNOUNCEMENT NUMBER: 16-016

OPEN TO: All Interested Candidates/All Sources

POSITION: Computer Management Assistant, FSN-8; FP-6*

OPENING DATE: May 13, 2016

CLOSING DATE: May 27, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-8
Not-Ordinarily-Resident (NOR): FP-6*
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Chisinau, Moldova is seeking eligible and qualified applicants for the position of Computer Management Assistant in the Information Management Section.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTION OF POSITION

This position serves as a multi-domain specialist for information technology and communications technologies in the Information Systems Center (ISC) for the U.S. Mission in Moldova. The Computer Management Assistant works as part of a six-person team, does not directly supervise any staff, and reports to the Computer Management Specialist. The Computer Management Assistant is responsible for the daily operations, maintenance, management, installation, and inventory of all unclassified computer, networking, telephone, television, and administrative UHF radio equipment for the Mission. The Computer Management Assistant has an office in the main embassy compound and may access all other mission owned or leased properties.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: A four-year university degree (equivalent to U.S. Bachelor's degree) in computer science, information systems, engineering, mathematics or the physical sciences is required.

2. EXPERIENCE: Minimum three years of work experience with the operation, management, and utilization of computer systems and Local Area Networks are required.

3. LANGUAGE: Level III (Good Working Knowledge) English is required. Level IV (Fluent Knowledge) Romanian and Russian are required. *This will be tested*.

4. Good knowledge of computers and related equipment, test equipment, running and terminating telecommunication cables and cable management systems; installing configuring, maintaining, and repairing computer equipment.

5. Good knowledge of Microsoft Operating Systems, Office, Share Point, and Back Office products; Cisco Operating Systems.

6. Good technical skills to troubleshoot, diagnose, and resolve hardware and software problems and to maximize the capabilities of the organization computer resources.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at http://moldova.usembassy.gov/vacancies.html and/or by contacting the Human Resources Office at ChisinauHR@state.gov or tel. 022-40-8300.

SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:
  (1) AEFM/USEFM who is a preference-eligible U.S. Veteran*
  (2) AEFM/USEFM
  (3) FS on LWOP**

*IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA

1.   Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2.   Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3.   Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4.   The candidate must be able to obtain and hold a local security certification.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); **and**

2. Completed and enclosed Supplemental Narrative Form (see the final page of this vacancy announcement); **and**

3. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.); **and**

4. Copies of valid residence and work permits in accordance with host government laws and regulations (if applicable).

WHERE TO APPLY: Please submit only one application.

Human Resources Office
Mailing Address: U.S. Embassy, 103 A. Mateevici Str., Chisinau, Moldova, MD-2009
FAX Number: (022) 23-30-44
E-mail Address: ChisinauHR@state.gov. Please indicate the position title in the subject line.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under Chief of Mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

(1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
(2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
(3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is <u>not</u> a citizen of the host country; and
- Does <u>not</u> ordinarily reside in the host country; and
- Is <u>not</u> subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Supplemental Narrative Form
Computer Management Assistant, FSN-8; FP-6*

Name:
Date:

INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position. Information provided on the Supplemental Narrative Form **must match** information provided on the Universal Application for Employment (DS-174).

Qualification requirements	*My qualifications and how they meet the vacancy announcement requirements.*
EDUCATION: A four-year university degree (equivalent to U.S. Bachelor's degree) in computer science, information systems, engineering, mathematics or the physical sciences is required.	
EXPERIENCE: Minimum three years of work experience with the operation, management, and utilization of computer systems and Local Area Networks are required.	
LANGUAGE: Level III (Good Working Knowledge) English is required. Level IV (Fluent Knowledge) Romanian and Russian are required. *This will be tested.*	
Good knowledge of computers and related equipment, test equipment, running and terminating telecommunication cables and cable management systems; installing configuring, maintaining, and repairing computer equipment.	
Good knowledge of Microsoft Operating Systems, Office, Share Point, and Back Office products; Cisco Operating Systems.	
Good technical skills to troubleshoot, diagnose, and resolve hardware and software problems and to maximize the capabilities of the organization computer resources.	